



## Attention: All Providers

### NPI Reporting Tips

N.C. Medicaid requires all providers to report NPI(s) by using either the NPI Collection Spreadsheet (EDI) or the NPI Collection Form. Both the spreadsheet and the form are located on the DMA Website: [www.ncdhhs.gov/dma/npi.htm](http://www.ncdhhs.gov/dma/npi.htm). Over half of the N.C. Medicaid provider community still needs to report their NPI. Providers should report all NPIs to Medicaid as soon as possible. Some reported NPIs are being returned to the provider and not loaded into the provider database. The NPI cannot be loaded because of errors in the information being submitted. The following trends have been identified which result in NPI reporting errors:

Common Error	How to Avoid It
Reporting the same NPI for a group and individual provider	<p>There are two different types of NPIs: Type I (individual) and Type II (organizational). The same NPI would never represent both an individual and a group.</p> <ul style="list-style-type: none"> <li>• Each individual provider must apply for and obtain a unique NPI.</li> <li>• Entities may apply for an organizational NPI to represent the group.</li> <li>• Also, providers do not need to “link” the individual’s NPI to the group NPI. Do not submit a NPI collection spreadsheet or form for this reason.</li> </ul> <p>If a provider joins or leaves a group, submit a Provider Change Form. The provider change form is, located on the DMA Web site: at <a href="http://www.ncdhhs.gov/dma/forms.html">www.ncdhhs.gov/dma/forms.html</a>.</p>
Attempting to change an NPI using the NPI Collection Spreadsheet	<p>A provider’s whose NPI changes (for example, from one NPI for multiple Medicaid provider numbers and has now decided to subpart), must report the change on the <b>NPI Collection Form</b> and write the word “<b>UPDATE</b>” at the top. If changes are submitted via the NPI Collection Spreadsheet (EDI), the database will <b>not</b> be updated because an NPI will already be on file for the provider.</p>

<b>Common Error</b>	<b>How to Avoid It</b>
Submitting the word “pending” in the Medicaid Provider Number or NPI field, or leaving these fields blank	If all fields on either the NPI Collection Spreadsheet (EDI) or NPI Collection Form cannot be completed, do not attempt to report an NPI. New Medicaid providers do not need to submit an NPI Collection Spreadsheet (EDI) or NPI Collection Form. New providers are required to submit their NPI on the Medicaid Provider application.
Deleting columns on the NPI Collection Spreadsheet	The spreadsheet is automated and all columns are required in order for the information to load into the database correctly.
Submitting taxonomy codes in the NPI field	Verify submitted information matches the column or field heading.
Failing to complete the submitter information	This information is required in case DMA needs to contact the provider regarding the information submitted.
Selecting the incorrect indicator from the drop down box on the NPI Collection Spreadsheet(EDI)	Group and individual NPIs may be reported using the same spreadsheet. Frequently the incorrect indicator is selected on the drop down box. It should be ‘I’ for individual or ‘G’ for group. This must be designated for each line on the spreadsheet.

Avoid these common errors when reporting your NPI. Submitting the information correctly will make the NPI reporting process quick, easy, and effective.

***NPI - Get It! Share It! Use It! Getting one is free - Not having one can be costly!***

**EDS, 1-800-688-6696 or 919-851-8888**